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Stay on top of
EE requirements

This module offers you a step-by-step guideline for implementing all components of Employment Equity in your company, developing numerical goals and targets, and printing all statutory equity reports (EEA2 and EEA4) for the Department of Labour.

Employee Equity Reporting

Print all the statutory reports (EEA2 and EEA4) required by the Department of Labour.
- Numerical goals and targets required by your equity plan.
- Monitor and evaluate your equity plan against your defined numerical goals and targets.
- Print validation reports to ensure you have all relevant information for accurate reporting.

Employee Equity screen

This contains comprehensive employee details essential for Equity reporting.
- Equity fields include: gender, disabled employees and the nature of the disability, citizenship, type of employment, occupational category, occupational level and job function.
- You can define workplaces per employee.
- You can link payroll masterfile information to equity fields like job grades, job titles, departments, pay points and categories to avoid duplication of information.

Employee Equity History screen

Allows you to view current and previous months' information for equity reporting.
- View the Equity History screen per employee, for an unlimited number of months of equity history.
- Equity history fields include occupational category, occupational level, job function, citizenship, type of employment and equity remuneration.
- Equity remuneration updates automatically from the information on your payroll system.
- Define disciplinary actions, equity training and skills training in the Personnel Management and Skills Development modules to automatically update the employee equity fields required in your Equity Reports.

Other features
- Conduct batch transaction entry for a global update of Equity fields.
- Set up password control to ensure confidentiality of data and to restrict other users.

Numerical goals and targets

Create user-defined numerical goals and targets for:
- All employees and disabled employees per occupational level.
- Group permanent and non-permanent employees according to gender.
- Equity groups (African, Coloured, Indian, White) and foreign nationals.

The VIP Employment Equity Module provides you with essential guidelines on all aspects of Employment Equity required by the latest South African legislation.

For more info, visit: Sage.com/za
or contact us on 0861 55 44 33 or email us at sales.shp@sage.com

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